

CONFIDENTIAL

IN REPLY REFER TO:
Jobs 5128 and
5129-A-BTJ

Adm - 12.1 *Proposed notices*
8 JUL 1968

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

25X1A

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SUBJECT : Proposed [REDACTED] 22-24 and [REDACTED] Use of Taxicabs for
Travel Between Office and Home

1. Subject proposed notices are submitted for your review.
Suggested by the Director of Finance, they would permit Agency personnel to benefit from a recent change in the Standardized Government Travel Regulations.

2. Concurrence or comment within ten workdays is requested.
Concurrence Sheets are attached for your convenience.

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[REDACTED]
Chief, Support Services Staff

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Attachments:

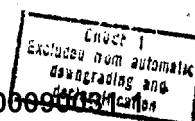
1. Proposed [REDACTED] 22-24
2. Proposed [REDACTED] 22-16
3. Concurrence Sheets

cc: D/F
D/P
SSA-DDS

DD/S&T
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Concerned

C-O-N-F-I-D-E-N-T-I-A-L

This Notice Expires 1 August 1969

TRAVEL

HN 22-24
DRAFT A

USE OF TAXICABS FOR TRAVEL BETWEEN OFFICE AND HOME

1. The Bureau of the Budget, in Circular No. A-7, Revised, Transmittal Memorandum No. 8, dated 31 May 1968, amended the Standardized Government Travel Regulations to authorize the reimbursement of taxicab fares for travel between office and home under certain limited circumstances.

2. The amendment reads as follows:

"Incident to the conduct of official business at an employee's designated post of duty, reimbursement for the usual taxicab fares paid by an employee for travel between his office and home may be authorized or approved when he is dependent on public transportation for such travel incident to officially ordered work outside of his regular working hours, and his travel is during hours of infrequently scheduled public transportation or darkness."

3. Pending publication of revisions to Agency regulations, taxicab fares plus tip (not to exceed 15%) may be authorized or approved for reimbursement by Operating Officials or Heads of Independent Offices or by a single senior subordinate to each such official when the latter official is designated as an approving officer for this purpose in accordance with HR 30-7c(3). This authority is effective for such expenses incurred on and after the date of this notice.

(Job 5128-A-BTJ)

C-O-N-F-I-D-E-N-T-I-A-L

IN 22-24

TRAVEL

4. Each approving officer is expected to establish stringent criteria to assure that reimbursements are authorized only when determined justifiable and when all of the circumstances set forth in paragraph 2 above are met.

DISTRIBUTION: AB

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